



Corrections and Community Supervision

August 27, 2019

Beryl Lipton

,

DOCCS-19-08-326

Dear Beryl Lipton :

This will acknowledge receipt of your request for records under the Freedom of Information Law received by Department of Corrections and Community Supervision on August 26, 2019.

Your request has been forwarded to the appropriate program area(s) to identify documents that are responsive to your request and which may be made available pursuant to all applicable provisions of the Freedom of Information Law.

A determination as to whether your request is granted or denied will be reached in approximately 20 business days or we will notify you in writing if the responsible program area(s) should require additional time to locate, assemble, and review documents that may be responsive to your request.

Please note that, pursuant to Article 6 of the Public Officers Law, a charge may be applied to your request, including the actual cost of the medium used to respond to your Freedom of Information Law request and/or other related costs. When responsive records have been identified, you will be informed of any cost and how payment should be made.

Sincerely,

Samantha Koolen

Samantha Koolen,
Records Access Officer